

MINUTES OF THE BRUISYARD PARISH COUNCIL MEETING HELD ON MONDAY 17TH JANUARY 2022 AT 7.30PM IN THE VILLAGE HALL

1. Attendance and apologies

Attendees:

Cllr Paul Church (Chair)
Cllr James Ingmire (Vice Chair)
Cllr Anne Smith (RFO)
Cllr Thelma Barham
Cllr Albert Lain

Apologies for absence:

Cllr Maurice Cook
Cllr Ray Farrar
Cllr Chris Smith
The Clerk, Maureen Philpot

Also in attendance:

John McKee

2. To receive declarations of interest and to consider requests for dispensations

None received

3. Public Forum

a) John McKee informed the Council that the residents of Rendham Road find the large stone gravel that spills from the driveway of No 2 Rendham a hazard with a number of the more elderly residents slipping on them. Also the residents of No 2 leave their bins out on the pavement all the time, restricting space on the pavement. The Chairman reported he had asked the tenant to sweep the stones back onto the drive but he had refused, he then contacted Heritage Housing about these complaints and asked them to intervene.

John McKee reported that there are about 7 residents in Rendham Road who don't have access to the internet so don't receive the newsletter. Cllr Thelma Barham prints out and delivers copies to her neighbours who also don't have an internet connection. Comments about the new A4 format have been favourable, residents valuing the increased content. The Council will try and come up with a solution to distributing the hard copies, one suggestion was asking for volunteer 'postmen'. The other issue is printing the issues.

Action- Cllr Paul Church will put together a list of names and addresses of those on Rendham Road who require hard copies.

b) To receive a report from Cllr Stephen Burroughs

This report was previously circulated to members of the Parish Council.

c) To receive a report from Cllr Maurice Cook

This report was previously circulated to members of the Parish Council.

4. Minutes of the previous meeting

a) To approve the minutes of the Parish Council meeting held on 18th November 2021. The minutes were approved as a true and accurate record of the meeting and was proposed by Cllr James Ingmire and seconded by Cllr Thelma Barham.

b) Matters arising - Cllr Paul Church had contacted Highways who referred him to the Water Management Alliance, which includes East Suffolk Drainage Board, as to who was responsible for the ditch; personnel from them advised that ditches were the responsibility of the landowner i.e. the Parish Council and that we were responsible for the roadside ditch as well as it is on unregistered land next to The Street. As digging

out the ditch hasn't been budgeted for and is not blocked, the RFO suggested monitoring the flow of water and budgeting for remedial work in the following financial year if necessary.

c) The replacement of the Parish Councils computer is now becoming a necessity, it is causing the Clerk problems.

Action – RFO to look into a suitable new PC.

5. Finances

a) Review budget versus actual expenditure

Copies of the financial report were previously circulated. Please see report at end of the minutes.

b) Review reserves requirement covered in budget 18th November 2021

c) Approval of Financial Transactions

Please see financial report at end of the minutes.

Agreement of the financial was proposed by Cllr Paul Church (Chair) and seconded by Cllr James Ingmire. All agreed.

6. Approval of Standing Orders

There has been no significant change to the Standing Orders and it was voted unanimously to approve the existing version.

7. Code of Conduct

The most recent version of the code of conduct was adopted in 2021 and it was unanimously approved.

8. Financial Risk Assessment

The RFO updated the financial risk assessment to take into account that the PC and the Village Hall make most of their payments by online dual authorisation and not cheques. The second big change is cash sales, which resumed, in mid September, with all payments at the VH bar recorded on a Zettle card reader. The RFO will make an audit check on the cash bi-monthly before each PC meeting to reconcile the accounts and included in the financial report. Cllr James Ingmire proposed that the new Financial Risk Assessment be adopted, Cllr Paul Church seconded it and all agreed.

9. Platinum Jubilee Celebration and Treebilee

It was decided to look into having a similar celebration and party to the 50th and 60th Jubilee parties.

It was proposed that it maybe cost effective to order celebration mugs to present to the children of the villages in one order. For the previous Jubilees an order for the mugs was made through Margaret West and it was hoped that she would be able to obtain similar mugs for this Jubilee. **Action. AS to contact her**

Action. Cllr Paul Church will contact the other local villages to see what their plans are, either to combine or at least not clash. He will also investigate the possibility of ordering a hog roast.

Cllr Thelma Barham expressed a doubt about a sufficient number of the present residents of the village attending the event to make a hog roast viable.

Action - Cllr Anne Smith will compose an email and ask Cllr Ray Farrar to distributed it by his contact list asking resident if they wish to attend such an event to give some idea of numbers

There was an offer of a donation of commemorative oak to parishes from East Suffolk Council and Cllr Paul Church responded to the email indicating that Bruisyard would like one of the oaks to plant in our Park.

Action – Members to identify suitable locations to plant the oak.

10. Digital Technology survey

Both Cllrs Thelma Barham and Anne Smith responded to the online survey. They indicated that the parish used digital technology and would like to have WI-Fi in the Village Hall but the monthly cost of having it could not be sustained at the present time.

11. Village Hall Report

Cllr Anne Smith reported that the treasurer of the VH was stepping down at the end of March and that David Smith will take over the position and the Mandate changes have already been set in motion. This causes a problem for dual authorisation online; it is at present done by Anne Smith but this cannot continue, as David Smith is her husband. James Ingmire offered to go on the Village Hall Committee and be included on the Mandate so he can co-authorise payments.

Anne Smith indicated that she would be stepping down as Chair and from the committee when the committee is re-elected at the Parish Meeting in May.

Please see Village Hall minutes on the website for the full report.

12. Correspondence

None

13. Questions to the Chair

There were none

14. To confirm the next Parish Council Meeting as Monday 14th March 2022.

This was confirmed.

There being no other business the Chairman closed the meeting at 8.55pm.

Anne Smith on behalf of the Clerk, Maureen Philpot
clerk@bruisyard.com



BRUISYARD PARISH COUNCIL		
<i>(Last)</i>	Summary Receipts and Payments Account	<i>(Current)</i>
<i>Year ended</i>	For the Year to 12th January 2022	<i>Year to</i>
<i>31st March 2021</i>		<i>12th Jan 2022</i>
£	Receipts	£
2,900.00	Precept	2,900.00
-	Agency Services/CFM	-
-	Loans/Capital Receipts	-
	Grants	-
20,708.00	Village Hall grants	10,000.00
730.08	Other Receipts	4,006.40
1,293.02	VAT	1,578.49
25,631.10	Total Receipts	18,484.89
	Payments	
109.52	General Administration	90.88
528.32	Staff costs	396.24
-	S.137 Payments (excluding grants to Village Hall)	-
-	S.145 Payments	-
-	Loans/Capital spending	14,577.04
952.47	Agency/Professional Services	1,083.26
-	Parish Council Committee payments	-
5,805.53	Village Hall running costs	6,792.24
3,596.72	Other Payments	1,040.37
1,578.49	VAT	1,146.35
12,571.05	Total Payments	25,126.38
BRUISYARD PARISH COUNCIL		
Receipts and Payments Summary		
<i>(Last)</i>		<i>(Current)</i>
<i>Year ended</i>		<i>Year to</i>
<i>31st March 2021</i>		<i>12th Jan 2022</i>
£		£
14,773.59	Balance brought forward	27,833.64
25,631.10	Add Total Receipts	18,484.89
40,404.69		46,318.53
12,571.05	Less Total Payments	25,126.38
27,833.64	Net bank and cash box balance	21,192.15
508.58	Unpresented PC cheques at 12 Jan 2022	-
-	Unpresented VH cheques at 12 Jan 2022	-
- 142.50	Less uncleared transfer to Village Hall at year end	
28,199.72	Reconciled to bank accounts and cash box at 12 Jan 2022	21,192.15
	Bank accounts and cash box at 12 Jan 2022:	
485.27	Barclays Premium Business Account No.40779474	485.30
1,971.19	Barclays Community Account No.70212008	3,395.34
-	Parish Council petty cash	-
25,743.26	Barclays Bank Village Hall account No. 23713326 (restricted fund)	17,124.01
	Village Hall cash box (restricted fund)	187.50
28,199.72		21,192.15

Bank reconciliation at 12 January 2022

Balance per bank statements as at 12 January 2022					
Account	Acct No	£	£		
Barclays PC Community Account	70212008	3,395.34			
Barclays PC Business Premium Account	40779474	485.30			
Barclays VH Current Account	23713326	17,124.01			
Parish Council petty cash		-			
Village Hall cash box		187.50			
					21,192.15
Less any un-presented cheques at 12 January 2022					
Total Parish Council cheques		-			
Total Village Hall cheques		-			
					-
Net bank and cash box balances at 12 January 2022					21,192.15
<i>The net balances reconcile to the Receipts and Payments account for the year, as follows:</i>					
Total funds at start of year		27,833.64			
Add: Receipts in the year to 12 Jan 2022		18,484.89			
Less: Payments in the year to 12 Jan 2022		25,126.38			
					21,192.15

Parish Council (excluding Village Hall) receipts and payments 5 Nov 2021 to 12 Jan 2022Receipts

None

Payments

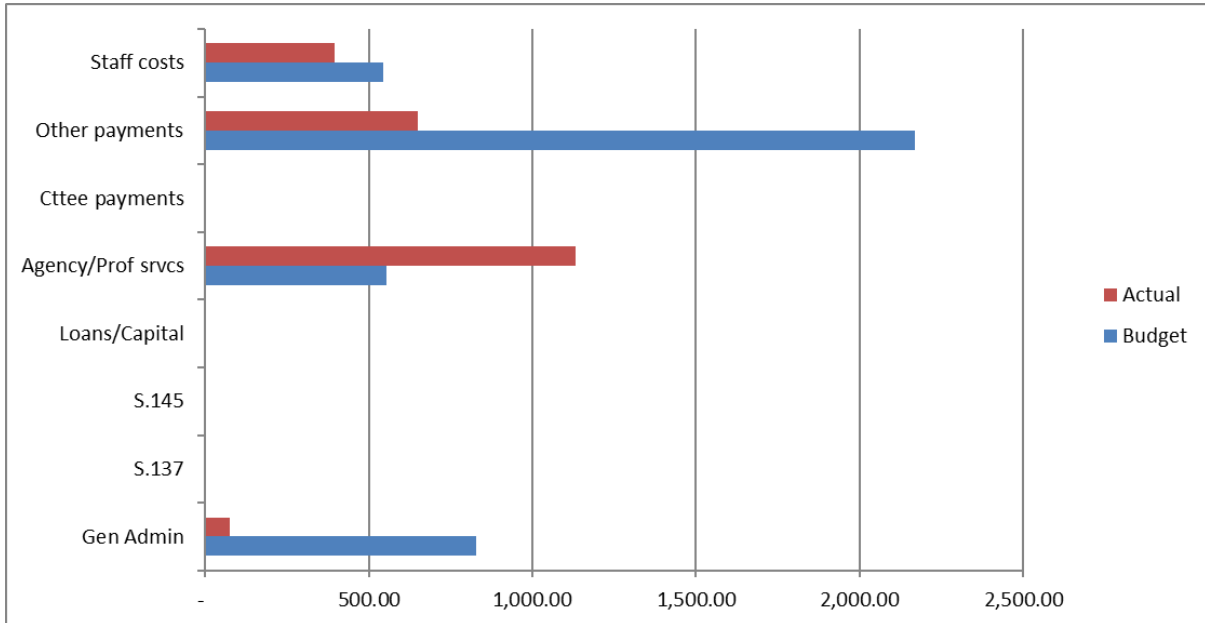
08/11/2021	Kindlewood	Other payments	Online BACS	48.00
11/11/2021	SALC	Agency Srvcs	Online BACS	22.80
11/11/2021	Bruisyard VH- hedge cutting	Transfer to VH	Online BACS	70.00
17/11/2021	Wix	General admin	Anne's debit card	74.25
07/01/2022	Maureen Philpot	Staff costs	Online BACS	132.08

Invoices to be paid online by BACS

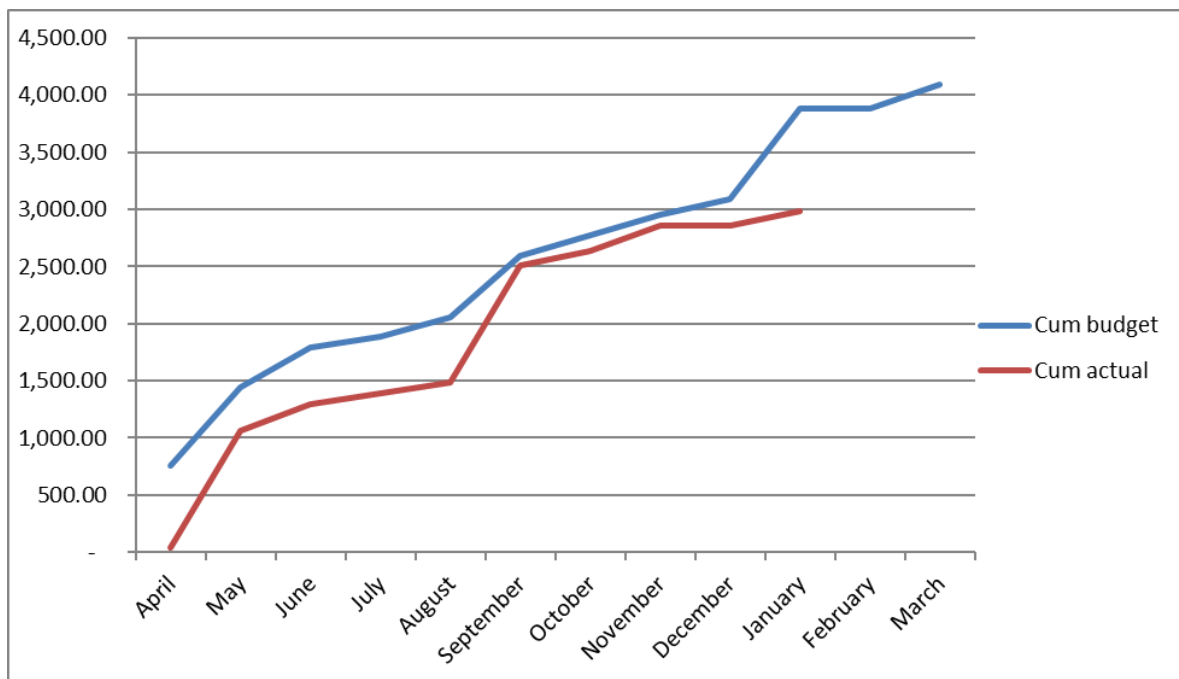
None

Bruisyard Parish Council Precept - Budget vs Expenditure 2021-22 (to 12 January 2022)

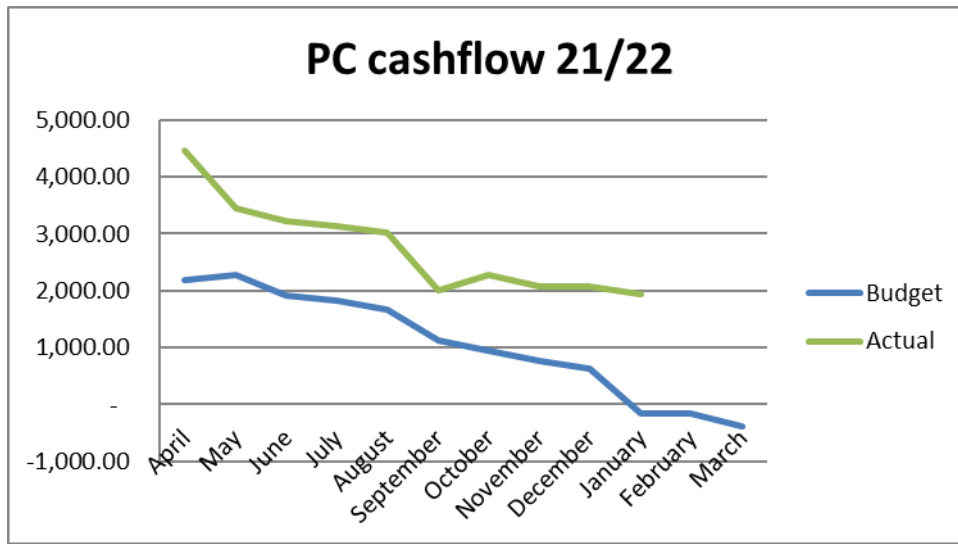
Actual spend to date vs annual budget by category



Cumulative actual spend to date vs budget



Parish Council cashflow – financial year to 12 January 2022



Village Hall income and expenditure – financial year to 12 January 2022

